

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



February 23, 2009

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Distribution

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: 2009 Call for the Administrative Professional Award Nominations

The Headquarters Human Resources Management Division is pleased to announce the call for the 2009 Administrative Professional Award nominations. The Administrative Professional Award was created to recognize NASA Headquarters employees in the administrative field who have made exceptional contributions in the past year. One first place recipient will receive a \$2,000 cash award. Based on evaluations up to five additional recipients may be selected to receive an individual \$1,500 cash award.

Nominations must describe in detail the superior service provided in one or more of the following criteria:

- Demonstrated secretarial/administrative skills
- Demonstrated support for personnel internal and/or external to the organization
- Demonstrated proactive and in-depth work resolving one or more of the organization's administrative issues
- Demonstrated initiative in "going the extra mile" to support the organization
- Demonstrated creativity or resourcefulness in accomplishing major assignments

AWARD GUIDELINES:

All full-time civil service permanent or temporary employees GS-12 and below in the administrative professional, secretarial, and clerical series (203, 301, 303, 318, 341, and 986) who have been with NASA Headquarters for at least one year are eligible for this award.

The nomination must cover one or more of the criteria listed. All criteria do not need to be covered. The nomination does not have to repeat the wording used in the criteria descriptions.

Each nomination must clearly show which areas of the criteria are being covered and provide detailed descriptions of the exemplary accomplishments. The nomination must explain what specifically the nominee accomplished, why it was important to the organization, and the result of the accomplishment. Additionally nominations must:

- Be for achievements made in the previous 12 months.
- Be submitted by supervisors, subordinates, and peers. Self-nominations will not be accepted.
- Be received by the date specified in this call letter to be eligible for the award.
- Be submitted through the NASA Automated Awards System (NAAS) to the Headquarters Human Resources Management Division for consideration. Paper forms will not be accepted.
- Fit within the allotted space within NAAS. The citation has a 175 character maximum. The justification has a 3,500 character maximum. Nominations must be approved by the supervisor.

A previous first place winner is ineligible for nomination for three years. Previous runner up recipients may be nominated for the first place award the following year

Nominations must be approved by the employee's supervisor. Nominations will be reviewed and evaluated by a committee consisting of representatives from the mission directorates and mission support offices. Committee discussions will be kept confidential.

Recipients will be recognized at the Annual Administrative Professionals Award ceremony.

All nominations must be submitted in the NAAS by the organization's Awards Point of Contact and forwarded to the Headquarters Awards Officer, Rhonda Taylor no later than March 16, 2009. If you have any questions regarding this matter, please contact Rhonda Taylor at 358-0444 or < rhonda.l.taylor@nasa.gov >.



Leah Hollander

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